

Guidelines for filling up the Application Form for Admission to Classes UKG & 1

(Session 2027-28)

1. Age criterion for filling up the Application Form

(i. e. candidates should have been born on or between)

- a) UKG 01/01/2022 - 31/12/2022
- b) Class 1 01/01/2021 - 31/12/2021

- 2. Register your email id & WhatsApp number: These will be used for all communications regarding admission to St. Lawrence High School.
- 3. **Keep Photos ready:** a recent passport size colour photo of the child, mother, father and a group photo of the child with his parents (post card size).
- 4. **Enter all the mandatory details:** (marked*) carefully in the Application Form.
- 5. Recheck the details carefully once again, before submitting the form. Entered data cannot be changed later. Incomplete forms are unacceptable.
- 6. The cost of the Application Form is non-refundable. Payment gateway charge is additional.

7. **Verification of Documents and Persons:** will be done in school premise. Follow the system generated date and time in the application form. All original documents are to be shown during verification. All originals will be returned.

- 8. No admission list will be published. Selected candidates will be informed through the given WhatsApp Number. The admission process is expected to be completed by 09th October, 2026. You may keep a printed copy of the application form.

9. The following documents are to be attached with the Application Form:

- a) A photocopy of the Birth Certificate of the candidate issued by a Civic Body, attested by the parents.
- b) A photocopy of the Baptism Certificate of the candidate (only for Christian candidate), attested by parents.
- c) Last month's pay/ salary slip (of both parents, if applicable). Business/ self-employed persons are to give a self-declaration stating the annual income. Please DO NOT submit income tax return filing/ audit report.
- d) A photocopy of the Acknowledgement Receipt (Application fee payment).
- e) A photocopy of a valid residential address proof of the parents in Kolkata at present, attested by parents.

[Parents' residential/ address proof may include ANY ONE of the following documents: Aadhaar Card, Electricity Bill, Passport, Voter's Identity Card or Driving License].

Important Information to Remember:

- St. Lawrence High School, Kolkata is an English medium school, affiliated to CISCE. The school prepares candidates for ICSE (class 10) and ISC (class 12) exams. It is a Christian Minority Jesuit Institution administered by CMWB (the Jesuits of Calcutta Province).
- The medium of instruction is English; the school is not co-educational. Only boys are admitted.
- The applicants may choose Bengali or Hindi as their Second Language to study in school. Usually the mother tongue is the second language. **Once chosen it CANNOT be changed later.** Parents are requested to make learned/ informed decision.
- Successful submission of the Application Form for Admission does not directly result in admission to the School. Admission is a process. Only short-listed candidates will be admitted. Seats are limited.
- In case of withdrawal of the candidate after the completion of admission, **NO REFUND** will be made.
- It is mandatory for all selected candidates from **classes 2 onwards** to provide a **Transfer Certificate** of the previous school, after completing the admission formalities.
- Any misrepresentation of information in the Application Form will disqualify the candidate for admission. Such misrepresentation will result in the dismissal of the candidate at a later date, even if admitted. Information about any **Chronic Illnesses, major operations or disabilities** of your ward not disclosed in the application form, may lead to disqualification of the candidate for admission to the School.
- Parents are cautioned of **touts/ middlemen** who claim to represent the school for admission. The school will not be responsible for those who are deceived by such people. The school/ principal/ management does not accept or ask for any donation/contribution for admission. The decision of the principal is final in matters of admission.